



# Timely Tidings

NEWSLETTER OF PROFESSIONAL DEVELOPMENT

JUNE/JULY 1998

## Welcome Margaret

The Staff Development Institute is pleased to welcome Margaret Kirkpatrick as its new Director. Margaret started part-time with SDI in May and will move to full-time beginning July 1st.

Margaret is well known in California's Adult Education community. For the past two years she has been the principal of Berkeley Adult School and was principal of Merced Adult School for the six years prior to that. She has also served as co-chair for both the CBE Conference and the ACSA Conference.

Margaret has been involved in adult education for the past 18 years. During that time she has worked on many committees that impact California's adult education efforts, among them: the Adult Education Strategic Planning Committee, the SELIG Advisory Committee, the CASAS Advisory Committee, the Special Needs Task Force (Carl Perkins), the ACSA State Adult Education Committee, and the OTAN Advisory Committee.

In the midst of all these activities Margaret also found time to serve as a writer for both the Adult Education Handbook and Programs of Excellence process. Please join us in welcoming Margaret to the Staff Development Institute.

## From the Director

I am pleased to be writing to you for the first time as the Director of the Staff Development Institute. In replacing Joan Polster, who has gone on to the position of Administrator of the Adult Education Office of the California Department of Education, I am accepting a huge challenge.

Professional development is vital for the continued strength of adult education programs. It is the foundation for the continued growth and flexibility which are necessary to react to changing needs of our students and new legislative requirements. SDI must also evolve to remain an integral partner in preparing for these changes. This evolution is part of my challenge.

SDI is an organization with many successes in its history, and I know we will see many more successes in the future. Thank you for all of the messages of confidence I have received so far, and I look forward to working with you for the next several years.

—Margaret Kirkpatrick

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## The Small School Initiative

During the 1997-98 program year, the California Department of Education, the Staff Development Institute, CASAS (Comprehensive Adult Student Assessment System), OTAN (Outreach and Technical Assistance Network), CDLP (California Distance Learning Project), and the Sweetwater, Merced and Willows Regional Resource Centers worked together to create three networks of adult literacy providers for professional development and school improvement in rural and remote areas. The intent of these networks was twofold:

- to recognize the unique needs within rural and remote regions that create barriers to participation in regularly sponsored California Department of Education (CDE) and special project-sponsored meetings, workshops, and conferences;
- and to advise the California Department of Education and the special projects how they can provide technical assistance and training to meet the particular requirements of rural and remote regions.

In Imperial County local training has been offered to both administrators and teachers. Among the workshops offered to date are Administrator Nuts and Bolts, OTAN for administrators and teachers, ESL Citizenship, and ESL Planning Multi-Level Lesson.

In the Central Valley, the effort has been joined by the ACSA regional network. OTAN workshops for administrators and teachers have been offered and plans are underway to tie into the upcoming regional CCAE conference.

In Northern California, an initial needs assessment revealed an interest in a regional small school conference. SDI is working with the Willows Regional Resource Center to explore the possibility of offering this type of event.

In addition a Small School Strand of workshops was offered at the CCAE State-wide Conference in Costa Mesa. There may a Small School Strand at ACSA State-wide Conference in Sacramento on September 24 and 25.

## ACSA Adult Education Workshop Features New WASC Training

Administrators attending the September 24 to 25 ACSA Adult Education Workshop in Sacramento will be ahead of the game by learning all about *Focus on Learning*, the new accreditation format of the Western Association of Schools and Colleges. This complete training strand of five sessions over two days will be presented in one convenient location with all materials provided and facilitated by WASC Associate Executive Director, Dr. Marilyn George.

According to Dr. George, "Focus on Learning is a journey in progress—a living document. The overall greatest challenge for a school is immersing all stakeholders in a process that empowers them to focus on the essential tasks of education: (1) analysis of learning for all students; (2) determination of what exists and what needs to be modified to support high achievement of all students; and (3) accomplishment of those needed improvements."

Besides the WASC strand, specialized training will be offered on the Coordinated Compliance Review process (CCR) and hands-on computer training will be available via the Victoria Valley Mobile Computer Unit. Additional sessions include: One Stop Centers, Distance Learning, SCANS and CalWorks, Adult School Administration, Citizenship—Now and Future, Financial Management, Legal Issues, Compliance, Online Teacher Training, Leadership Academy, Writing Programs of Excellence Applications, Contract Education, and Marketing.

The two-day workshop, Thursday, September 24, and Friday, September 25, will be held at the Doubletree Hotel, 2001 Point West Way, in Sacramento. Registration brochures, workshop schedule and hotel information may be obtained from Millie Martinez at the Association of California School Administrators, (650) 692-4300.

# SDI at Upcoming Conferences

Look for these Staff Development Institute workshops at the **Superintendent's School's In Symposium** August 10-12 in Sacramento:

- *Designs for Effective Assessment Strategies in Adult Education Programs*
- *Teacher Training Online via the World Wide Web*
- *California Steps up to the Challenge—Equipped for the Future*
- *Current Issues in Adult School Administration*
- *Targeted Special Needs of Small and Remote Adult Schools*

Then join us at the **ACSA Adult Education Conference** September 24 and 25 in Sacramento:

- *Tips on Writing a Successful Programs of Excellence Application*
- *Leadership Academy*
- *SCANS + CalWORKs = Success!*
- *Teacher Training Online via the World Wide Web*
- *Current Issues in Adult School Administration*

## 1998-99 Adult Education Leadership Participants Selected

SDI is pleased to announce the Adult Education Leadership participants for 1998-99. A total of 44 applications were received from the field and reviewed in Sacramento on May 13 by a committee of former Leadership participants and adult education administrators. The program outcomes are to assist participants to apply Leadership skills, explore critical issues in adult education, utilize case-study teams to deal with contemporary problems in an action-research project and become more effective advocates of Adult Education. With these tools, these potential future leaders can guide changes in their agencies as well as the future of adult education.

*Congratulations to:*

**Dennis Browne**, Sunnyvale-Cupertino Adult and Community Education

**Elaine Clymer**, Fresno Adult School

**Gloria Curd**, Educational Options-Santa Clara Adult

**Cyndy Dolph**, Madera Adult School

**Susan Glass**, Metropolitan Adult Education Program

**Maxine Hammond**, LAUSD

**Carol Hirota**, Stockton School for Adults

**Maureen Jensen**, LAUSD

**Brian Kelley**, Tulare Adult School

**Karen Kile-Bautista**, Irvine Adult School

**Carolyn Kingsnorth**, California Literacy

**Rebecca Malmo**, Simi Valley Adult Education Division

**Susan Masters**, LAUSD

**Julie Mihalka-Whittemore**, Alhambra Adult School

**Nancy Morris**, Redding Partnership Learning Center

**Martha Noz**, ABC Adult School

**Robert Perez**, Porterville Adult School

**Judy Perkins**, Ventura Adult and Continuing Education

**Vicki Prater**, Mipitas Adult Education

**Dulce Provenzano**, San Ysidro Adult School

**Cheryl Rivera**, Milpitas Adult Education

**Celso Ruiz**, Holtville USD

Tim Shaw, West Contra Costa USD

**Socorro Shiels**, Pittsburg Adult Education Center

**Puring Stifter**, Metropolitan State Hospital/Norwalk

**Lawrence Teshara**, San Mateo Adult School

**Annabel Tomacder-Ruiz**, Educational Options-Santa Clara Adult

**Richard Walker**, Tulare Adult School

**Mark Wilson**, Fresno Adult School

**Barbara Woodmansee**, Metropolitan Adult Education Program

## SDI WORKSHOP SPOTLIGHT

### Planning the ESL Multi-Level Lesson

This workshop will help you identify strategies to facilitate the delivery of Planning the ESL Multi-Level Lesson at your agency, with ideas on presenting, implementing and evaluating the training.

The workshop assists teachers in planning multi-level lessons and developing strategies for managing the multi-level classroom. Practice activities help participants determine appropriate lesson objectives for groups and develop materials for different lesson objectives.

Participants will also learn to identify strategies for facilitating student practice, developing like-ability and cross-ability grouping activities and assessing student learning.

Planning the ESL Multi-Level Lesson is appropriate for agencies of all sizes and at varying levels of professional development planning.

For further information on presenting this workshop at your agency, contact your local Regional Resource Center or SDI at (800) 488-1788.

# Program of Excellence Second Phase Site Visits Completed

The second phase in the selection process of Program of Excellence was completed at the end of May with the last of 28 site visits. Visits were conducted by teams skilled in the nominated programs' areas of instruction and recommendations were submitted to the selection committee. The announcement of the selected programs is expected soon.

The difficult task of visiting the sites was undertaken by ten California Department of Education consultants as team leaders and sixty visitors from adult education schools across the state. A special *thank you* to all those who participated!

The selected programs will serve as models for others in adult education. These programs deliver their services in an exemplary manner across three adult education roles: worker, community member and family member. The techniques and practices they use may be adopted by other programs to improve program planning, classroom organization, and community collaborations for better service to all adult learners. Good luck to all phase II nominees.

## SDI Staff

**Margaret Kirkpatrick**, Director • **John Merris-Coots**, Project Manager • **Valerie Powell**, Administrative Assistant • **John Burge**, Database Designer/Information Systems Analyst • **Venice Jenkins**, Staff Secretary • **Silvia Holloway**, Office Assistant

### PROGRAMS OF EXCELLENCE FLAG

The California Department of Education, with the help of staff members at the Staff Development Institute, has designed a Programs of Excellence flag for those programs who have earned the distinction of being a Program of Excellence. The flag is 4' x 6' with brass grommets for flagpole display and is decorated with the Program of Excellence logo, program of recognition, and year in which the award was received. These banners will enable sites to proudly display the honor and distinction of their best practice.

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